

Vendor Purchase Card Payment Mechanism

Trainee Information:

Student Name: _____

Student Agency: _____

Course Information:

Course Number: _____ Start Date: _____ End Date: _____

Tuition/Fees: _____ Total: _____

Vendor: DOS, Foreign Service Institute, 4000 Arlington Blvd., Arlington, VA 22204

Purchase Card information:

Purchase Card Number _____ Exp. Date ____/____

Card Security Code _____
(Visa/MC: 3-digits: American Express: 4-Digits)

Card Holder Information:

Name: _____

Email: _____

Telephone: _____

Billing Address: _____

Note: Only required/requested for Private Sector.

Signature: _____

Note: Purchase card information may be provided on the *SF-182 Request for Training*, Section C – Costs and Billing Information, Block 6 Billing Instructions or on a separate sheet as shown above. Purchase card information used in the billing process - including three-digit security code and card holder signature - is required for enrollment processing.